



Loving Venti, LLC. is a consulting practice, specifically focused on small-to-medium sized nonprofits, that fills organizational cracks so that nonprofits can serve to their fullest capacity. We do this by helping nonprofits improve operations, create alignment, and empower their staff/volunteers to fulfill its mission through a people-centered approach.

Director of Fundraising Services

30-40 hours per week. 70% Remote Position. 30% Nonprofit Partner Visits/Team Meetings.
Milwaukee, WI

(As Loving Venti grows, there might be a possibility for additional hours and/or responsibilities)

The Director of Fundraising Services provides both internal and external strategic, administrative, and fundraising services to support to our Loving Venti team and our nonprofit partners. The Director of Fundraising Services would be in Loving Venti's core leadership team with the Director of Operations & Strategy and reports to the CEO.

We are seeking a high level, experienced and people-centered Director of Fundraising Services to join our small but growing team.

Essential Duties and Responsibilities:

- Support our nonprofit partners and their fundraising needs, including but not limited to:
 - Grant writing
 - Fundraising plans & strategies
 - Becoming grant ready
 - Donor database administration
 - etc...
- Future Opportunities:
 - Event Management
 - Newsletter Content

In conjunction with core weekly tasks, other tasks assigned vary from week to week based on the needs of the CEO and the nonprofits in which our team supports. The Director of Fundraising Services is someone flexible and willing to handle a variety of projects. This person excels in writing and editing, as this position will be responsible for fundraising, grant administration, and oversight. They will be responsible for organizing, implementing, and continuously improving fundraising strategies and systems including administrative and support processes, systems, and ways of working, including developing/applying best practices. The following tasks are a sampling of what is typically required on a regular basis:

Internal Operations & Oversight of Fundraising Team: 50%

- Oversee a team of fundraising staff/contractors who support Loving Venti's nonprofit partners
- Maintain a grant calendar for nonprofit partners (Asana)
- Manage fundraising projects across multiple staff and consultants (Asana)
- Document organization and processes (Google Docs, Contract Management)
- Providing strategic counsel
- Research/Prospect public and private grant and corporate sponsorship opportunities for all our Loving Venti nonprofit partners

- Support and collaborate on projects with various sub-contractors and other consultants in the Loving Venti brand.
- Varying Tasks Requested by CEO

External Operations & Fundraising Services: 50%

- Grants Writer / Administrator
 - Maintain grants calendar of multiple projects and nonprofits simultaneously (Asana)
 - Creates original content for grants narratives and stories
 - Formats and uploads grant materials into online foundation/grants software and/or hard copy versions.
 - Preparing supporting grant proposal materials and reports
- Create Annual Fundraising Plans and Strategies
- Little Green Light Administrator
 - Manage conversations of donor databases from multiple programs (i.e. Excel, hard copy, Quick Books, etc...) to Little Green Light.
 - Manage day-to-day donor management (entering gifts, preparing thank you's, etc...) for ongoing nonprofit clients.
- Researches public and private grant and corporate sponsorship opportunities
- Other duties as required (tasks will vary as the needs of this young company emerge)

Qualifications

Mindset and Personality

- **People-centered:** We are committed to a people-centered approach which is conscience of the whole-person. Our team needs to be able to relate and interact comfortably with a diverse range of people.
- **Commitment to the Community:** Through either personal or professional experience, our Director of Fundraising Services should come to us with a heart for the community in which we serve.
- **Self-starter and self-manager:** We are looking for someone who takes initiative, anticipates needs, and gets things done consistently on time.
- **Responsive:** Though we love the flexibility a virtual business affords, we are committed to a high level of responsiveness both inside our business and with our customers.
- **Committed to excellence:** In everything we do, we want to exceed expectations, and reflect positively on the brand.
- **Positive attitude:** Our ideal candidate has a can-do spirit, is fun to be around, does not complain, make excuses, or gossip.
- **Flexibility & Adaptability:** In a newly launched business, things are always changing, and there are times when things get intense.
- **Servant-hearted leadership:** The Director of Fundraising Services must be able to run point on large projects, and communicate effectively with our team, but also have no problem jumping in and getting his/her hands dirty to reach the goal.

Skills and Abilities

- **Communication:** The Director of Fundraising Services must be an excellent communicator, in both written and oral form. This includes proficiency in editing; including spelling, grammar, and punctuation.
- **Organization:** Our Director of Fundraising Services needs to be highly organized and detail-oriented. Our Director of Fundraising Services will demonstrate the ability to prioritize tasks and handle numerous assignments simultaneously.
- **Discretion:** Since our Director of Fundraising Services will be working with organizational information for a wide number of nonprofits, discretion and sensitivity regarding confidential information is a must.

- **Team Work:** Our team works together cooperatively to provide the highest quality support to each other and our clients. The unity, camaraderie and culture of the team is something that's very important to us. Therefore, we're looking for someone who is a good fit with our other team members, and who is comfortable sharing projects and responsibilities with others.
- **Anticipate Needs:** As a part of our commitment to excellence, our team always strives to anticipate and serve needs in advance whenever possible. The right Director of Fundraising Services will have foresight and the ability to anticipate needs before they arise.
- **Technologically Proficient:** While experience with some or all of the technology platforms that we use is ideal, including Google for Nonprofits and/or Business, Asana, Dubsado, Insightly, QuickBooks, Little Green Light CRM, Canva or Photoshop, Microsoft Office Suite, WordPress, Calendry, Fluxx Grantseeker, etc., we are willing to train the right candidate. However, the ability to embrace and learn new technology quickly is an absolute must.

Knowledge and/or Professional Experience Preferred in the Following:

- Minimum of 5 years' experience in fund development and/or nonprofit executive managements.
- Education: Bachelor's degree in a related field is preferred.
- Experience in business, communications, public relations, or journalism preferred
- Excellent writing, verbal, proof reading, editing, and professional phone and email communication is required
- Flexible and self-motivated
- Successfully working in a virtual environment
- Affinity for the mission of Loving Venti

Position Overview:

- Hourly Position with no benefits beyond vacation and paid holidays
- \$30 per hour
- You must own your own computer, telephone, and have regular access to high speed internet.
- Weekly meeting with CEO and monthly (eventually in-person) meetings with entire Loving Venti team
- 6 months' probationary period

This job description is not all-inclusive and additional related tasks may be required as needed.

To apply, send a resume, a short explanation on how you see yourself fitting into Loving Venti's mission, and optionally, 2-3 writing samples, including social media posts (preferably a story of a social impact) to catherine@LovingVenti.com. Applications will be reviewed on a rolling basis.

www.LovingVenti.com